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TRAINING
18 July 1956

HEADQUARTERS PARTICIPATION IN TRAINING

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Recissions: [REDACTED] dated 29 October 1955
[REDACTED] dated 1 July 1956

SYNOPSIS: This regulation prescribes headquarters participation in training and outlines the procedures for securing approval of training courses conducted by components at headquarters and for reporting on that training.

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1. POLICY

It is the policy of this Agency that at least five percent of the total man-hours of headquarters "on-duty" staff personnel will be expended in training as defined in this regulation.

2. DEFINITIONS

a. FULL-TIME TRAINING

Full-time training requires a full day's attendance for each day of the course and includes:

- (1) Courses of instruction conducted by the Office of Training;
- (2) Courses of instruction sponsored by the Agency and approved by the Director of Training, but conducted by outside organizations;
- (3) Courses of instruction approved by the Director of Training and conducted by Agency elements other than the Office of Training; and
- (4) On-the-job training programs approved by the Director of Training.

b. PART-TIME TRAINING

Part-time training requires less than a full day's attendance for each day of the course and includes those training activities listed in paragraph 2a above.

c. ON-THE-JOB TRAINING

On-the-job training consists of training other than formal courses of instruction conducted in the Agency. Such training is approved by the Director of Training as meeting the following criteria:

- (1) A predetermined training objective of skill, knowledge, or comprehension to be acquired;
- (2) A fixed period of training, either as to time or as to level of achievement;
- (3) A specific and qualified individual designated to guide, plan, review, evaluate, and report on the progress of the trainee;
- (4) Productive work as a byproduct of the training, but this byproduct is not its primary objective; and
- (5) Provision for related classroom instruction if required by the training objectives.

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3. APPROVAL OF TRAINING COURSES

a. DEPUTY DIRECTORS

Deputy Directors will keep the Director of Training currently advised of any training conducted by their headquarters components for staff personnel and, in each case, will provide the following data:

- (1) Formal Courses
 - (a) Objectives of the course,
 - (b) Curriculum outline, and
 - (c) Length and frequency of training periods and any other pertinent data.
- (2) On-the-Job Training
Evidence of satisfying the criteria established in paragraph 2c above.

b. DIRECTOR OF TRAINING

The Director of Training will advise the Deputy Directors whether or not the training is approved for purposes of this regulation. In these cases where the training is not approved, the Director of Training will assist the major component concerned in effecting changes prerequisite to approval.

4. REPORTS REQUIRED

a. INDIVIDUAL MONTHLY REPORTS

- (1) Deputy Directors will forward to the Director of Training, by the fifth workday of each month, a report of the number of staff employees, by service designation, and the man-hours of participation in training, both full- and part-time, during the preceding month, as defined in paragraphs 2a(3) and 2a(4) and as conducted by their components.
- (2) The Director of Training will compile a similar report on staff employees enrolled in courses of training conducted by his office and in approved external training courses.

b. MONTHLY TRAINING REPORTS

On the twentieth workday of each month, the Director of Training will forward to each Deputy Director a report of the training received by personnel of his component or under his staff cognizance.

c. QUARTERLY AGENCY TRAINING SUMMARY

On the last workday of the month following each fiscal quarter, the Director of Training will prepare for submission to the Director of Central Intelligence a summary report of Agency headquarters training by man-hours, for each major component, and for the categories of training defined in this regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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